

**Charter School  
State Aid Requirements Checklist**

**Fiscal Year 2004-2005**

To be eligible for funding for Fiscal Year 2004-2005, all charter schools, regardless of sponsorship, must verify that all materials have been submitted per the requirements within the specified timelines. It is the responsibility of each charter school to verify that all requirements have been met prior to the distribution of funds.

<b>To ADE School Finance Unit</b>		
		<b>Deadline</b>
School Calendar <ul style="list-style-type: none"><li>Enter using the LEA Calendar application through common logon.</li></ul>	<input type="checkbox"/>	July 1, 2004
Federal & State Maintenance and Operations Declaration Form	<input type="checkbox"/>	June 21, 2004
Initial Estimated Student Enrollment List <ul style="list-style-type: none"><li>Enter using the Charter Estimates Counts application through common logon.</li><li>Update each month; see student list memo for due dates</li></ul>	<input type="checkbox"/>	June 21, 2004

<b>To State Treasurer</b>		
		<b>Deadline</b>
Bank Form (new charter schools only) Contact Lorraine Jones at the State Treasurer's Office with Questions (602) 542-5815.	<input type="checkbox"/>	June 21, 2004